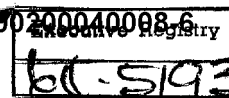


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DD/S 64-3726

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14 JUL 1964

MEMORANDUM FOR: Inspector General

SUBJECT : Survey of Personnel Security - October 1963

1. We have been progressing steadily toward satisfying the recommendations offered in your Report of Survey of Personnel Security which was completed last October. Some of the actions required are of a continuing nature, and in these cases I believe the mechanisms and procedures have been established to ensure perpetual compliance.

2. With specific reference to paragraph 15 of your Survey, the following actions have been taken:

"a. That the Agency initiate a formal program for indoctrination and periodic reindoctrination of supervisory personnel in their responsibilities as supervisors--particularly as regards personnel security."

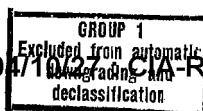
As you know, we started a reindoctrination program last April for all persons in grade GS-14 and above and all people in grade GS-13 and below, or the equivalent, who complete fitness reports on two or more subordinate personnel. All supervisors in the Support components now in the Headquarters area have attended one or the other of two such programs. People assigned outside the Headquarters area will be required to attend a similar program upon their return. The Office of Training is currently working with appropriate staff officers of the Deputy Director for Plans to arrange a similar program for supervisors in the Clandestine Services. Presentations have been scheduled during the month of July. Similar programs for the Deputy Director for Intelligence and the Deputy Director for Science and Technology are being planned for September and October, respectively. Henceforward, it is anticipated that these programs will be conducted on the initiative of each of the Deputy Directors in the fulfillment of their normal command responsibilities.

"b. That heads of offices and chiefs of stations and bases be reminded of the need for particular attention to the problems and supervision of employees new to the Agency."

This point has been made in the supervisors reindoctrination referred to in response to recommendation "a" above. It is also included specifically in Headquarters and Field Notices which are now in the process of being revised

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to accommodate comments received from the several Agency components, including the Inspector General, during the process of coordination. It is expected that these issuances will be ready for publication shortly.

"c. That additional impetus be given the program for consolidating sensitive personnel information, particularly as regards input from unofficial files held by the employee's parent component."

There being no way to assure satisfactory completion of this requirement short of a file-by-file review throughout the Agency, we have accepted statements from the several components that they have complied. Judging from the volume of material received, it seems fairly safe to say that the objectives of this recommendation have been accomplished.

"d. That a uniform deadline be established within which the supervisor tries to locate a missing employee."

25X1 [] revised 21 January 1964, prescribe time limits within which supervisors are required to take action in the event of an unexplained employee absence and give specific instructions for actions to be taken.

"e. That uniform procedures be established and followed for controlling private foreign travel upon returning from overseas assignment--to include a requirement that employees report in by telephone immediately upon returning to the States."

25X1 [] revised 20 May 1964, require that employees furnish itineraries and report any changes that will prevent their arriving at their destination on schedule. [] require that supervisors take necessary steps to keep themselves informed of employee's whereabouts while on leave. [] contain provisions governing private foreign travel. These Regulations, individually or collectively applied, cover contingencies contemplated in this recommendation. We have considered the idea of collecting all of these provisions together and issuing a separate Regulation to deal with the subject of employee whereabouts but have abandoned it because we have concluded that it would only serve to create confusion. Each separate provision would have to be perpetuated in its present context and to reissue them in a new context would create unnecessary duplication serving neither to clarify nor simplify the regulatory structure. We have not added to

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the Regulations a requirement that returnees report in by telephone immediately upon arrival in the States because it would not only be costly, but would be administratively impractical as well as dangerous to the cover and security of individuals and our activities overseas. I understand that the rationale for this was explained to you or members of your staff to your satisfaction during the process of obtaining coordinated versions of [REDACTED]

25X1

3. We will, of course, continue to be attentive to all of the ramifications of personnel security and will always be receptive to your constructive criticisms and suggestions. For the time being, however, I believe we have completed action on all of the recommendations in your Survey of Personnel Security which lend themselves to completion at any given point in time.

[REDACTED]

25X1

L. K. White
Deputy Director
for Support

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED		CONFIDENTIAL	SECRET
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	Executive Director	24 July	LBK
2	Inspector General	27 July	WV
3	EJA	27 July	WV
4	KEG	160116	WV
5	7D49-File.		
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks: <p>For information and return, for filing with our copy of the IG Survey of Personnel Security, October 1963.</p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
Inspector General			7/22/64

S-E-C-R-E-T

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HQ. INSTRUCTION SHEET 195

(This INSTRUCTION SHEET is NOT to be filed in Agency Manuals)

REMOVE			INSERT			EXPLANATION
ISSUANCE NOS.	PAGE NOS.	DATE	REG. NOS.	PAGE NOS.	DATE	
	5 & 6	10/23/63			10/23/63	Subparagraph 5i revised to emphasize the requirement that employees submit itineraries before travel is commenced, and that they ensure proper notification of any changes en route that would prevent arrival at destination on schedule.
				6 & 6.1	5/20/64	

DISTRIBUTION: AB

GROUP 1
Excluded from automatic
downgrading and
declassification

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Next 7 Page(s) In Document Exempt

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